



2021 Fireworks Festival Vendor Application & Guidelines

City of Middletown – Arts & Culture Office/MCA

PLEASE READ

The City of Middletown Arts & Culture Office/MCA is providing booth and food truck space within the closed area of this event for food/refreshments to approved vendors and/or organizations. All booths must be self-contained – all setups and meeting of code requirements are the responsibility of the applicant. The City of Middletown reserves the right to limit booths to those that will provide for the most diverse event offerings and reflect the best interests of the city. Booth sales are limited to authorized vendors and/or organizations, and to the items listed for sale in this application agreement.

NO Balloon/Novelties Sales Permitted on deKoven Drive/Harbor Park festival area grounds. Acceptance of this application and finalization of the agreement will be from the City Arts Office, in the form of a confirmation document with necessary information regarding set-up times, parking, hospitality, etc.

Date: Saturday, September 4, 2021

Rain Date: Sunday, September 5, 2021

Time: 5-10 pm

**Location: Municipal Building Lawn,
DeKoven Drive and Harbor Park, Middletown, CT**

Applicants must contact the following departments to fulfill all necessary requirements for vending. Please indicate that you are vending for the Fireworks Festival.

☐ Middletown Police Department: Required background checks for all employees working on the day of the event: **DEADLINE for this department is 1 month prior to the event date.**

1. Copy of Photo ID or driver's license.
2. \$5 background check fee/ payable to Middletown Police Department
3. Copy of a valid state sales tax document/Non-profit a copy of the 501c3 IRS determination letter.

Deliver all required materials from each individual to the Middletown Police Department

Attention: Records, 222 Main St. Middletown, CT 06457, ATTN: Maria Zimmitti

Email: MZimmitti@middletownctpolice.com

☐ Health Department Food License: **DEADLINE for this department is 3 weeks prior to the event date.**

1. Contact the Middletown Health Dept., 245 deKoven Dr., Middletown, CT 06457
Email Jennifer Sparks at jennifer.sparks@middletownct.gov (860) 638-4974

2021 Fireworks Festival - APPLICATION & AGREEMENT

The DEADLINE for this application, agreement and payment is Friday, July 30, 2021. Full payment must accompany this application. Return application with payment to: City of Middletown Arts Office, Rm. B-11, Municipal Building, 245 deKoven Dr., Middletown, CT 06457. Check made payable to City of Middletown.

Individual Name: _____ Fed. I.D.# _____
Org./Bus. Name: _____ CT Tax Reg. # _____
Mailing Address: _____ City/State/Zip: _____
Phone/Cell #: _____ Secondary Phone #: _____
Email: _____

Booth Request and Food Item Description:

Please list all food items you will sell: _____

Range of Cost of items for sale: From: _____ To: _____
(Least expensive) (most expensive)

Booth Fee: \$1.25 per square foot. Booth Rates, please choose one per application.

- | | |
|--|---|
| <input type="checkbox"/> 10x10 = \$125 | <input type="checkbox"/> 50x10 = \$625 |
| <input type="checkbox"/> 20x10 = \$250 | <input type="checkbox"/> 60x10 = \$750 |
| <input type="checkbox"/> 30x10 = \$375 | <input type="checkbox"/> 70x10 = \$875 |
| <input type="checkbox"/> 40x10 = \$500 | <input type="checkbox"/> 80x10 = \$1000 |

Check made payable to City of Middletown.

~~Initial~~ Initial and Sign below:

____ I / We agree to have booth set up by 3:30 p.m. on Saturday, September 4th, have any unloading vehicles out of the festival area by 4 p.m.; and keep booth open to the public up to a minimum of 9:30 p.m. Vendors not ready for inspection by 4 p.m. will be asked to leave the premises. (**Please note:** Vehicles will not be permitted into festival area for break down purposes until after 10 p.m., or other announced time, to provide for pedestrian safety. Absolutely all vendors must be off-site by 11 p.m. or be subject to a \$120 charge from the Police Dept.)

____ To meet Fire Dept. requirements all propane tanks should be well-secured to a substantial object and have been properly tested and dated. All food vendors must also have available a 10# BC dry chemical (or equivalent) fire extinguisher properly tagged by a fire prevention company.

____ I/We agree not to hold the City of Middletown responsible for any damage, theft, or injury, caused to myself or property, occurring during the set-up, preparation, presentation, or break-down and closing of this event.

Authorized Applicant Name (printed)

Authorized Applicant Signature

Requested Frontage Space: _____

Cash or Check: # _____

Amount Enclosed: \$ _____

Office use only: ☐ Police dept.

☐ Health dept.

☐ Arts office